

SAM O&M MANUAL  
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1. Indirect Costs

REM maintains cost accounting records for all projects. Costs directly associated with particular projects are posted to job ledgers. All other costs are categorized according to the various expense categories, and in total, form the indirect cost pool. For EPA purposes, any unallowable expense categories are deleted from this pool before further calculations are performed. To compute the indirect cost rate, the indirect cost pool is divided by the total direct labor cost. Direct labor costs are calculated through the use of each individual's effective hourly rate and the hours identified as direct labor hours on the timesheets.

$$\text{Indirect Cost Rate} = \frac{\text{All EPA Allowable Costs} - \text{All Direct Costs}}{\text{Total Cost of Direct Labor}}$$

The indirect cost rate, as calculated above, is then applied to the Direct Labor Cost attributable to individual projects.

REM reviews the indirect cost rate at the end of each quarter. Adjustment to the rate is made at the end of the fiscal year, unless there is a large disparity between the rate in use and the actual rate being expended.

2. Principal's Time

REM's policy for pricing and costing of principal's time is based on actual wages paid to the principals, with adjustments, when necessary, as required by EPA. In cases where the principal acts in capacities below that of a principal (i.e., staff engineer, etc.) a lower rate, appropriate to the duties being performed, is used.

All employees of REM, including principals are required to keep timesheets to identify the costs apportionable to various projects.



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3. Proposed Man-Hours

Each job is unique and hours estimated may vary, depending on special circumstances involved in the particular job at hand. Normally, a project engineer works in conjunction with his staff to analyze and develop the estimated man-hour requirements for a proposed job. This is done by reference to previous jobs of a similar nature, taking into account the special provisions of the proposed job at hand. The total estimate is then reviewed by a principal for accuracy and reasonableness. Experience of similar jobs performed in the past weigh heavily in the determination of the reasonableness of the proposed man-hours. The ASCE Manual is also referenced to verify the accuracy of the estimate.

4. Proposed Labor Rates

Proposed labor rates used are median rates for a particular personnel classification being paid at REM on the date of the proposal. Median rates are used since the rate of pay for a particular classification varies according to exposure, seniority, responsibility, etc., and it is impossible to assign exact personnel until the job has been awarded. In most cases, the range of labor rates within a classification tend to be very small, and the median represents an accurate estimate of the rates to be used in the actual billing process. In any case, the actual billing rate will be based on the real rate of pay of the personnel involved in providing the engineering services.

5. Source Material Used to Develop Man-Hour and Labor Rates

- A. Payroll Register
- B. Time Sheets
- C. Job Cost Subsidiary Ledger
- D. ASCE Manual

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6. Detailed Rate Computations

- A. Hourly rates of Direct Labor are median rates in effect as of the date of the proposal, as described above in item 2 and 4.
- B. Indirect cost rate used in the proposal is the rate in effect on that date. The indirect cost rate is calculated as described in item 1 above.
- C. Amounts for equipment, material and supplies were based on previous jobs of the same magnitude.
- D. Subcontracts - cost of providing electrical and structural construction consultation was based upon estimates obtained from those subcontractors utilized in Step II for interpretation of their designs.

STATEMENT REGARDING NEGOTIATIONS FOR SUBAGREEMENT TO PROVIDE PROFESSIONAL  
ENGINEERING SERVICES FOR PREPARATION OF DRAFT OPERATION AND  
MAINTENANCE MANUAL

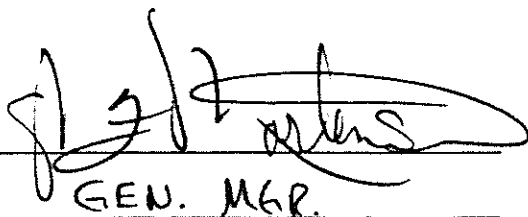
Federal regulations (Section 35.937-5 (C-1) Federal Register) regarding negotiations of engineering subagreements require the following four items be discussed during the negotiations.

1. The scope and extent of work and other essential features;
2. Identification of the personnel and facilities necessary to accomplish the work within the required time, including where needed, employment of additional personnel, subcontracting, joint ventures, etc.
3. Provision of the required technical services in accordance with regulations and criteria established for the project;
4. A fair and reasonable price for the required work, to be determined in accordance with the cost and profit considerations set forth in Sections 35-937-6 and 35-937-7 (of these regulations), and payment provisions.

I hereby certify that the above items were discussed during negotiations for this phase of the project.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

  
GEN. MGR.

DATE: \_\_\_\_\_

8/11/81